



STATE OF SOUTH CAROLINA  
**Budget and Control Board**

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Accountant/Fiscal Analyst III - 121841**

*An Equal Opportunity Employer*

**OPENING DATE:** 09/06/08

**CLOSING DATE:** 09/26/08 11:59 PM

**JOB TITLE:** Accountant/Fiscal Analyst III -  
121841

**CLASS CODE:** AD25

**POSITION NUMBER:** 121841

**SLOT NUMBER:** 0007

**STATE SALARY RANGE:**  
\$36,840.00 - \$68,160.00 Annually

**AGENCY HIRING RANGE - MIN:** \$36,840.00  
**AGENCY HIRING RANGE - MAX:** \$68,160.00

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

Please apply online.

**JOB RESPONSIBILITIES:**

This position is located with the Energy Office. Incumbent will administer budget, procurement and accounting function for the Energy Office to optimize use of funding resources and to ensure compliance with federal and state guidelines. Administers loan program to finance energy projects in public and non-profit organizations. Works with management to develop budgets for office funding sources (federal and other funds) by preparing funding expenditure projections and by preparing budget documents for federal and state approvals. Coordinates procurement of goods and services for office by advising staff on procurement procedures and preparing required procurement documents. Reviews procurement card purchases. Administers office contracts for services by preparing contract documents, assisting staff to monitor performance, and maintaining payment records. Manages accounts payable and receivable functions for the office. Assigns accounting information in accordance with approved budgets and prepares documents for processing by the Board's Internal Operations Office. Maintains office records and reconciles with Board accounting system. Administers loan program by communicating requirements and terms to prospective borrowers, preparing loan documents, and maintaining disbursement and payment records. Prepares budget and expenditure information for management use and prepares required federal and state financial reports. Provide staff support to Governor's Nuclear Advisory Council and accounting support for Radio Active Waste Disposal Program.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A bachelor's degree in accounting, finance, business or related field and professional experience directly related, such as accounting, auditing, finance or commercial lending.  
ADDITIONAL REQUIREMENTS: A Bachelor's degree in accounting, business or related field and 5 years experience in public financial management experience. Masters degree may be substituted for up to two years of related experience. Knowledge of public financial management including budget and project financing functions. Ability to develop and modify complex spreadsheets for analyzing and reporting financial data. Ability to interpret and apply laws, regulations, policies and procedures.

**ADDITIONAL COMMENTS:**

Supplemental questions are considered part of your official application. Please complete the State application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.